

Working title/description self help Videos and <a href="http://help.blackboard.com">help.blackboard.com</a> links	Recommendations	Working title/description refresher series	Audience																		
<p><b>Course Menu 101: Course Organization Videos:</b></p> <p><b>Populating the Course Menu (9:18 minutes)</b> <a href="https://ensemble.itec.suny.edu/Watch/PopulatingTheCourseMenu">https://ensemble.itec.suny.edu/Watch/PopulatingTheCourseMenu</a></p> <p><b>Bench Mark Times for Video</b></p> <table border="1" data-bbox="79 613 520 1042"> <thead> <tr> <th>Topic</th> <th>Time</th> </tr> </thead> <tbody> <tr> <td>Adding Menu Items</td> <td>0:39</td> </tr> <tr> <td>Adding Content Areas</td> <td>1:26</td> </tr> <tr> <td>Adding Module Pages</td> <td>4:13</td> </tr> <tr> <td>Adding Blank Pages</td> <td>4:55</td> </tr> <tr> <td>Adding Tool Links</td> <td>6:13</td> </tr> <tr> <td>Adding Web Links</td> <td>6:50</td> </tr> <tr> <td>Adding Course Links</td> <td>07:18</td> </tr> <tr> <td>Adding Dividers</td> <td>09:00</td> </tr> </tbody> </table> <p><b>Help.Blackboard.com links</b></p> <p><a href="#">Create Course Areas for Content (Content Areas)</a></p> <p><a href="#">Create Content in a Course Area</a></p>	Topic	Time	Adding Menu Items	0:39	Adding Content Areas	1:26	Adding Module Pages	4:13	Adding Blank Pages	4:55	Adding Tool Links	6:13	Adding Web Links	6:50	Adding Course Links	07:18	Adding Dividers	09:00	<p><b>Videos (continued):</b></p> <p><b>Populating Content in a Content Area: Folders vs. Learning Modules (4 minutes)</b> <a href="https://ensemble.itec.suny.edu/Watch/ContentFoldersVsLearningModules">https://ensemble.itec.suny.edu/Watch/ContentFoldersVsLearningModules</a></p> <p><b>Building Content: File vs. Blank Page vs. Item (4 minutes)</b> <a href="https://ensemble.itec.suny.edu/Watch/HowToBuildContent">https://ensemble.itec.suny.edu/Watch/HowToBuildContent</a></p> <p><b>Working with Existing Content (3:44 minutes)</b> <a href="https://ensemble.itec.suny.edu/Watch/WorkingWithExistingContent">https://ensemble.itec.suny.edu/Watch/WorkingWithExistingContent</a></p>	<p><b>Course Menu 101: Course Organization</b></p> <p>You may want to rethink your existing course structure after this workshop! This session will cover course content organization through the use of content areas and the creation of folders or learning modules within those content areas. We will briefly discuss three common course organization strategies for implementing your course content in a meaningful way. We will review how to populate your course menu with Content Areas and how to organize those content areas. We will review the types of course menu links you can make available to your students for quick access to the course content they need to succeed. We will review how to copy and move existing course content into a well-designed structure making it easier for your students to navigate your course.</p>	<p>Faculty who have successfully completed the ANGEL to Blackboard Migration Series</p> <p>Faculty who have successfully completed the online training course = Level1: Non – Interactive (Web Enhanced</p> <p>Class sizes are small and will take place within the E-Learning training room located in 3-122A (part of the 3-150 suite where the Faculty Innovation Center is located. The sessions are 1.5 hours in length with 1 hour of topic presentation and a half hour question and answer.</p> <p><b>Registration Required Please email <a href="mailto:ool@monroecc.edu">ool@monroecc.edu</a> to request a session seat)</b></p>
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\*\*\*\*SEE PAGE 2 FOR DATES AND TIMES OF THE FACE-TO-FACE SESSIONS

Videos created by Tom Capuano, Instructional Designer, Office of Online Learning

**Course Menu 101: Course Organization Dates**

Day	Date	Time
Monday	October 20, 2014	Noon – 1:30 pm
Wednesday	October 22, 2014	3 – 4:30 pm
Friday	October 24, 2014	Noon – 1:30 pm
Tuesday	October 28, 2014	Noon – 1:30 pm
Monday	November 3, 2014	3 – 4:30 pm
Tuesday	November 4, 2014	3 – 4:30 pm
Wednesday	November 12, 2014	Noon – 1:30 pm
Thursday	November 13, 2014	Noon – 1:30 pm
Tuesday	November 18, 2014	3-4:30 pm
Monday	November 24, 2014	Noon – 1:30 pm